

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF AGING  
**DUTY STATEMENT**  
CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
<b>1. INCUMBENT</b> Vacant	<b>2. EFFECTIVE DATE (MM/DD/YYYY)</b> TBD
<b>3. DIVISION</b> Home & Community Living	<b>4. UNIT NAME</b> CBAS Nursing Bureau
<b>5. CLASSIFICATION</b> Nurse Evaluator II	<b>6. POSITION NUMBER</b> 797-790-8144-XXX

**7. SUPERVISOR'S STATEMENT:** *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**8. EMPLOYEE'S STATEMENT:** *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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**You are a valued member of the department's team. All CDA employees are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees.**

<p><b>9. DESCRIPTION</b></p> <p>Under the direction of the Chief Nurse Evaluator (NE) a NE IV, the NE II is responsible for nursing service certification reviews, assessing the quality of nursing care provided to participants, technical assistance to provider personnel , providing training for the Community-Based Adult Services (CBAS) Bureaus: Field Operations Bureau and Field &amp; Policy Support Bureau, CBAS providers, and other stakeholders; collaboration and referrals to other state agencies; development, review and implementation of policies, procedures and regulations related to program requirements; and quality assurance activities for the CBAS Bureaus.</p> <p>These responsibilities require a thorough understanding of the statewide CBAS program. The CBAS program provides health, therapeutic, and social services in a non-institutional day setting in order to restore or maintain the optimal capacity for self-care of elderly adults and adults with disabilities. There are approximately 275 licensed and certified CBAS centers statewide. The CBAS Bureaus certifies these centers for participation in the Medi-Cal Program. The NE II will work in a team environment and in collaboration/coordination with CBAS Nursing Bureau staff, CBAS Field Operations staff, CBAS Policy and Field Support staff, CBAS center personnel, and other stakeholders.</p> <p>These duties are broadly defined as follows:</p> <p><b>Essential Functions</b> <b>65% Assessment and Compliance</b></p>
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- Performs in-house and on-site nursing service reviews as part of the CBAS centers' certification.
- Determines through confidential medical record reviews, observations, and interviews that delivered services are appropriate to participants' needs and required to restore or maintain the participants' optimal capacity for self-care.
- Determines program compliance with state and federal laws and regulations based on nursing service reviews and observations.
- Completes written documentation and analysis of on-site review findings and prepares Statements of Deficiencies (SOD).
- Reviews CBAS center plans of correction for approval and monitoring.
- Provides technical assistance to provider personnel on CBAS program requirements.

#### **10% Training**

- Assesses the training needs of the CBAS Bureaus and CBAS center staff, in coordination with the CBAS Field Operations staff and CBAS Policy and Field Support staff, prior to developing training programs on subjects related to the CBAS program.
- Develops and implements training programs for CBAS providers and other stakeholders on CBAS program requirements.

#### **10% Quality Assurance**

- Collaborates with CBAS Nursing Bureau staff, CBAS Field Operations staff and CBAS Policy and Field Support staff to develop quality assurance tools and procedures to promote consistent levels of performance by CBAS providers.
- Revises and updates CBAS program forms and policies, specifically as they relate to on-site monitoring processes, documentation, and the reporting and referral of findings.
- Collaborates with Branch staff to collect and analyze data on monitoring findings and provider compliance with CBAS program requirements.

#### **5% Collaboration and Referral**

- Consults with the California Department of Public Health (CDPH) Licensing and Certification and the Department of Health Care Services (DHCS), Audits and Investigations and Integrated Systems of Care Divisions, on monitoring findings and their appropriate referral and resolution.
- Participates in interdepartmental and provider workgroups related to the development and enforcement of CBAS program standards and reforms.

#### **5% Policy, Procedures, and Regulations**

- Prepares issue memos, policies, procedures, and legislative analyses, as necessary, to support the CBAS program.
- Participates in the development of regulations, procedure letters, and other documents necessary to implement the CBAS program.
- Initiates verbal and written communications with CBAS providers, State department personnel, and other stakeholders in the CBAS program.

#### **5% Marginal Functions:**

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- Performs other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of the CBAS Bureaus.

**Working Conditions:**

- Overnight statewide travel up to 40 percent
- Ability to lift up to 25 lbs at a time

6/23/2022